

# GET DIRECT>DEPOSIT

## Attention All Travelers ...

You can reduce the number of days it takes to receive your travel payments by enrolling in direct deposit. It is so easy! There is no need to visit your financial institution to obtain the routing transit number (RTN). The RTN can be found on the bottom left hand corner of the check from your personal checking account. The RTN is the first 8 digits. The check digit is the ninth digit of the coding. To enroll for direct deposit of your travel payments, simply complete the form below, place it in an envelope and return it to AFM-200 in FOB10A room 533. Questions may be directed to the Travel Desk at (202) 267-8980. You may FAX the completed form to (202) 267-5272 ATTN: Travel Section.



### Section 1: Employee Information: The employee must complete all information to be effective.

Employee Name (as on payroll records):		Employee Payroll Identification No. (e.g., SSN): _____ - _____ - _____
	Work Telephone Number: ( _____ ) _____ - _____	

### Section 2: Financial Institution Information: The employee may submit a voided check/share draft in lieu of completing this section.

Name of Financial Institution:		Financial Institution Phone No. _____ - _____ - _____
Name on Account (as written on account):		
Routing Transit Number (including check digit): _____	Account Number: _____	

### Section 3: The employee must complete all information to be effective.

Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Type of Payment: <input type="checkbox"/> Travel	
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### Section 4: Authorization of Direct Deposit: The employee must complete all information to be effective.

Employee Signature:	Date of Signature:
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